Armed Prohibited Persons System APPS

PURPOSE

The purpose of this unit order is to establish a procedure for firearm processing according to Department guidelines.

SCOPE

This order shall apply to all Marina del Rey Station personnel.

ORDER

Marina del Rey Station Deputies who initially receive a firearm at the station front counter or in the field:

- Make the firearm safe for handling;
- Contact Arson Explosives Detail at (323) 881-7500, if personnel are unsure of how to make the firearm safe, or if it is not possible to make the firearm safe;
- If the circumstances warrant, process the firearm for fingerprints;
- Be able to identify the firearm by serial number or markings. If there is no serial number, or the number is obliterated, contact Arson Explosives Detail at (323) 881-7500. Deputies shall not scratch initials or badge numbers on the firearm or otherwise mark it for identification purposes;
- Issue a Surrendered Firearms Receipt (SH-CR-627) to any person surrendering firearm. Obtain person's signature on the receipt if possible;
- Record the Uniform Reporting Number (URN) on the evidence label, and place the firearm in evidence, and prepare the appropriate report (example, Incident Report, SH-R-49).

Firearms held for evidence may be submitted to the crime lab for various processing as follows:

- Fingerprints – a Print Deputy Request shall be completed via teletype for routine fingerprinting at the Station;
- NIBIN (National Integrated Ballistics Information Network) entry â€˜ submit the firearm to the Crime Lab, Firearms Identification Section and note on the laboratory receipt "NIBIN." Evidence custodians shall ensure that the firearm has been rendered safe and fingerprinted (if necessary), prior to submission to the Crime Lab;

Submission of Firearm:

- All centerfire semiautomatic handguns, .25 caliber or larger, shall be submitted to the SSB/Firearms Identification Section for test fire and NIBIN database image entry;
- Empty pistol magazines, when available, shall be submitted and packaged with the firearm. If no magazine is available, this shall be indicated on the laboratory receipt;
- All ammunition seized with the firearm shall be submitted;
- Ammunition shall not be taped together, marked, or otherwise altered in any manner;
- Ammunition should be placed in an envelope, bag, or other suitable container. This container should be labeled, then submitted with the firearm and magazine(s);

NOTE: Extreme caution should be used when packaging ammunition either as evidence or property.

Ammunition should be packaged separately from firearms and magazines, and away from sharp or pointed objects which could strike the primer of a centerâ€‘fire or rimâ€‘fire cartridge.

- Rifles may be submitted. Contact SSB/NIBIN personnel at (323) 260-8511 prior to submission;

Submission of Expended (fired) Cartridge Cases:

- All crimeâ€‘related expended cartridge cases, .25 caliber or larger, shall be submitted to the SSB/Firearms Identification Section for NIBIN database entry;

Special Considerations:

- All homicideâ€‘related evidence submissions shall be made by handling Detectives;

For submissions of large numbers of firearms (greater than five firearms at a time), please contact the SSB/NIBIN personnel prior to submission to make arrangements for receiving the firearms.